



ALCOHOL RENEWAL LICENSE

PROCEDURE

1. The applicant brings the completed renewal package with checklist to Planning & Development
2. The package is checked by Planning & Development for completeness then scanned. Planning & Development delivers the following items to the Sheriff's Office for processing:
 - Copy of completed county checklist
 - Copy of completed renewal application package for alcoholic beverage license including:
 - Criminal History consent form
 - Approval/Disapproval form for Sheriff's signature (*provided by P&D*)
3. Background check performed by Sheriff's Office
4. Sheriff's Office delivers package back to Planning & Development with the Approval/Disapproval form signed by the Sheriff.
5. If license receives approval from the Sheriff, and approval from the Director of Planning & Development, the license will be placed on the Board of Commissioners agenda for the next available BOC work session and voting session.
6. After approval by the Board of Commissioners, the license will be prepared, signed by Planning & Development Director and ready for pick-up by the licensee.

AS A REMINDER:

- The Board of Commissioners will hold only one voting session in December and must approve all renewals before the end of the year.
- Late applications will not be reviewed until the Board of Commissioner's next regularly scheduled voting session in January of the next year.
- Applications received after November 1st will be marked late and a 50% penalty fee will be applied.